

ARMY COMMUNITY SERVICE 2002 SUMMER YOUTH VOLUNTEER PROGRAM

The Summer Youth Volunteer Program gives Fort Monmouth youth ages 13-18 experience in a real world work setting. To gain career insight and work experience, the youth volunteer from 4 to 20+ hours per week for a six week period. Their skill levels vary from being able to run errands, answer telephones, meet & greet customers, file, collate and staple, to typing or computer input.

The program is designed to emulate application, interview, and selection procedures that the student would find when applying for paid employment. Initially, eligible youth complete and submit applications. Interview appointments are then scheduled. Based on information obtained from the application and the interview, the student is assigned to a work site that most closely matches his/her availability and skill levels.

The 2002 program will run from June 25 until August 9. For the eighth consecutive year, Jill McDonald, ACS Employment Readiness Program Manager, will be the coordinator. There may be one or two adult volunteers working with her to visit work sites and maintain attendance records.

One or more students would be assigned to your activity for the time periods you designate. (Example: If you determined that your peak need was 8:30 AM - 11:30 AM weekdays, we would assign a student with that availability or perhaps two who would alternate days). Two students will not have the same assignment on the same day, although two or more could be assigned to one work area with different duties or in different sections, if that is what you require.

Each work site will provide the name and phone number for a point of contact to ensure smooth communication between the work site, the youth volunteer, and the Program Manager. Mrs. McDonald or one of the adult volunteers will check with the point of contact and the students at least weekly to resolve any problems or changes in staffing needs that arise. It is expected that each point of contact will act as or appoint a mentor for the youth volunteer to establish appropriate dress codes, work habits, and ensure that policies and procedures of the work site are understood and followed.

The attached form offers two options (front or back) for the work site to describe the duties the student at their particular site would be involved with as part of their volunteer job. If the prepared list of anticipated duties (front) is not workable for your situation, use the alternate form (ALT) on the back and list your job requirements. Return NLT May 15 to Jill McDonald, Army Community Service, Building 812 Murphy Drive (SELFM-MWR-ACS). If you have questions or would like to discuss this NO COST, temporary augmentation to your work force, call Jill at 532-2078 or email her at Jill.McDonald@mail1.monmouth.army.mil.

NOTE: All students working under this program are doing so strictly as volunteers interested in providing service to the Fort Monmouth community while gaining valuable work experience. They are not students doing court mandated "community service."

**ARMY COMMUNITY SERVICE
2002 SUMMER YOUTH VOLUNTEER PROGRAM**

REQUEST FOR GENERAL SERVICES YOUTH VOLUNTEER

WORK SITE: _____

LOCATION: _____

POC: _____ PHONE: _____

DAYS PREFERRED (circle): Mon Tue Wed Thu Fri

HOURS PREFERRED: _____

ANTICIPATED DUTIES (circle applicable items):

1. File alphabetically or numerically.
2. Reproduce, collate, staple or shred materials.
3. Prepare envelopes/materials for mailing or distribution.
4. Count, organize, and/or inventory materials or supplies.
5. Tidy, clean, wash, dust, or vacuum work areas or equipment.
6. Answer telephones. Take messages. Call customers.
7. Meet and greet patrons. Give directions or information.
8. Complete appropriate paperwork for equipment loan/rental.
9. Return books or equipment to appropriate areas.
10. Assist customers to locate materials or other facilities.
11. Enter or retrieve computer data.
12. Sort and distribute mail. Distribute materials to in-house locations.
13. Assist specific personnel (i.e. nurse, maintenance worker).
14. Additional duties: _____

Complete and return NLT May 15 to Jill McDonald, Army Community Service, Building 812
Murphy Drive (SELFM-MWR-ACS).

**ARMY COMMUNITY SERVICE
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REQUEST FOR YOUTH VOLUNTEER
(use this form if you require specific skills)

ALT

WORK SITE: _____

LOCATION: _____

POC: _____ PHONE: _____

DAYS PREFERRED (circle): Mon Tue Wed Thu Fri

HOURS PREFERRED: _____

JOB TITLE: _____

LIST ANTICIPATED DUTIES (or attach relevant job description):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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